

CALAIS SELECTBOARD MINUTES

LOCATION: Calais Town Office

MONDAY, JANUARY 30, 2017 @ 7:00 P.M.

Approved 2-13-17

Present: Selectboard Members Denise Wheeler, Rose Pelchuck, Scott Bassage, John Brabant

Others Present: Lisa Stoudt, Board Recording Secretary; Donna Fitch, Town Clerk & Treasurer; Judith Robert, Assistant Town Clerk; James Barlow, Esq., Will Walters, Hardwick Gazette, Rob Richert, Dot Naylor

Call to Order: Denise Wheeler called the meeting to order at 7:02 p.m.

Public Hearing on Proposed Charter: no public comment at this time. Please see below, *Continued Discussion of Town Charter Public Outreach and Mailings*.

Administrative work and changes or additions to the agenda: Denise Wheeler noted some changes to the agenda:

- Sign warning: Board members circulated and signed the warning for Town Meeting Day.
- Meeting with Dave Antone: Denise Wheeler reported that he, the road crew and Toby Talbot are ready to schedule a follow up meeting with the Board. She will check with other Board members to find a mutually agreeable date for a daytime meeting. Mondays are best for all.
- Sign AOT request for reimbursement for North Calais retaining wall: Board members circulated and signed this form.

Review & Sign Town Invoices, Highway Orders and Budget Update: Donna Fitch stated that one of the significant deficiencies in the audit was that the actual invoices were not signed. She explained that each invoice needs to have the account number and an initial (currently by Donna Fitch or Alfred Larrabee). She suggested that some of the invoices might require a Board signature.

John Brabant moved to authorize the Chairman of the Selectboard to sign off any invoices that require approval by the Selectboard. Seconded by Scott Bassage, this motion carried unanimously.

Review and Approve Minutes: Scott Bassage moved to approve the minutes from January 23, 2017. Seconded by John Brabant. Discussion: Scott Bassage suggested an edit for clarification in the section of the minutes that discussed the purchase of gravel salt and chloride. This motion carried unanimously, with the noted edit.

Continue Discussion of Charter Public Outreach Process and Mailing:

Dot Naylor asked for some clarification about the charter, and the process for approval at the state level.

Denise Wheeler reviewed the discussion from the previous meeting, specifically, changing the verbiage for town school district treasurer and the town treasurer. Scott Bassage moved to add the verbiage to the Charter (Section 3. Treasurer):
“such Town School District Treasurer shall be elected by the voters of the Town School District.” Seconded by Scott Bassage, this motion carried unanimously.

This will be voted by Australian Budget on Town Meeting Day.

This will be posted in Hardwick Gazette, in Times Argus and the usual public posting places.

James Barlow, Esq., advised that in every place where the Warning is posted, the Town Charter be attached to the same posting.

The Board discussed the document that they have been drafting, for an informational mailing regarding the Town Charter. Judith Robert suggested adding a visual/ flow chart to the document. Donna Fitch suggested substituting “Vermont state law” for “statutory requirements” in the first paragraph. She had suggested some edits to make the document more concise. The Board discussed these changes and agreed. Scott Bassage offered to edit the document to make it more concise. The Board discussed the timeline to finalize and mail this document, in time for residents to get it at the same time they get absentee ballots. The Board will finalize this document at the February 13 Selectboard meeting, to mail shortly thereafter. Some discussion followed around the price of first class postage, and around logistics such as envelopes versus folded pamphlet for mailing.

Mr. Walters asked whether the Board is required to hold a public informational meeting before Town Meeting Day. Jim Barlow explained that that these Public Hearing meetings (such as tonight and last week) meet that requirement.

Adjourn/ continue meeting: The Board adjourned by consensus at 7:53 p.m.

Respectfully submitted,
Lisa Stoudt, Board Recording Secretary